

# VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 14-03**

**OPEN TO:**

All Interested Candidates

**POSITION:**

**FINANCIAL CLERK**

**OPENING DATE:** April 4, 2014

**CLOSING DATE:** April 18, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

**FULL PERFORMANCE LEVEL**

\*Ordinarily Resident: Position Grade: LES-6

(LES-6/step1 HRK 178,173 annual gross salary)

\*EFM/MOH/NOR: Position Grade: FP-08 to be confirmed by Washington

**TRAINEE LEVEL**

\*Ordinarily Resident: Position Grade: LES-5

(LES-5/step1 HRK 162,244 annual gross salary)

\*EFM/MOH/NOR: Position Grade: FP-09 to be confirmed by Washington

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Zagreb is seeking an individual for the position of Financial Clerk in the Financial Management Office.

## BASIC FUNCTION OF POSITION

The purpose of this position is to provide administrative and clerical assistance to the FMO, supporting 1 USDH, 1 EFM EPAP and 7 LE staff positions, and to serve Designated Billing Office Point of Contact and as the Accounts Receivable Technician. The position reports to the Budget Analyst position.

## QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Completion of secondary school is required.
2. Minimum of one year of administrative experience in an international organization is required.
3. Language ability - Level III (good working knowledge) in English and Croatian language is required. The incumbent must be able to interpret regulations, policies, and procedures for all major functions performed.
4. Must have the ability to comprehend and logically and properly apply to the voucher examining process the various detailed technical program regulation, terms and conditions.
5. Must be proficient with computer skills, including MS Office software.

## SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

### **TO APPLY**

Interested candidates for this position **must submit both Resume and DS-174 Application form** for consideration:

1. **Universal Application for Employment** (UAE) as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet (<http://zagreb.usembassy.gov> ) and intranet site; and
2. A current resume or curriculum vitae.

**Candidates who do not submit both Resume and DS-174 form will be considered not qualified.**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**Failure to follow these instructions will result in an incomplete application.**

**E-mail APPLICATION TO** [zagrebjobs@state.gov](mailto:zagrebjobs@state.gov)

If you don't have access to e-mail, fax or mail to:

American Embassy Zagreb - HRO

T. Jefferson 2, 10010 Zagreb

Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

**CLOSING DATE FOR THIS POSITION: April 18, 2014**

An Equal Opportunity Employer

The US Mission in Croatia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.